



# Montana Board of Crime Control Request for Proposals (RFP)

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5 South Last Chance Gulch, PO Box 201408 Helena, MT 59620-1408  
Office (406) 444-3604 FAX (406) 444-4722 Montana Relay: 711  
or <http://dphhs.mt.gov/detd/mtap>

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## Request for Proposals (RFP)

**#18-05 (J)**

### Title II Formula Grant

New applicants must register online at <http://mbcc.mt.gov/osas/Default.aspx>  
and are encouraged to register immediately upon intent of application.

**Proposal Deadline: March 15 at 12:00 P.M. Noon**

**Project Period: October 1, 2018 – September 30, 2019**

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format to participate in the Request for Proposal process should contact MBCC, 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408; (406) 444-3604; FAX (406) 444-4722; Montana Relay: 711 or <http://dphhs.mt.gov/detd/mtap>.

For applicants without Internet access who cannot apply electronically through MBCC's Online Application System, contact Program Specialist Shawn Clark ([sdclark@mt.gov](mailto:sdclark@mt.gov), 406-444-2056) for approval and submission instructions.

Proposals must be **RECEIVED (not postmarked)** by MBCC no later than **12:00 p.m. noon on March 15, 2018**, to receive MBCC review and consideration.

## I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for Title II Formula Grant juvenile justice programs to be funded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The funds will be available during fiscal year 2018-2019, depending upon the availability of federal funds.

**Note: Because federal funds are not always available immediately following the award date, programs should prepare for this contingency.**

<b>Schedule of Events</b> <b>Title II Formula Grant</b>	
RFP Issue Date	February 1, 2018
Deadline for Receipt of Written Questions	March 7, 2018
Responses to Questions Posted to MBCC Website	Every Friday after the RFP is released until the last Friday before the RFP is closed.
<b>RFP Submission Deadline</b>	<b>March 15, 2018 at 12:00 p.m. (noon)</b>
Staff and Committee Review	March through April 2018
Juvenile Justice Application Review Committee	May 2018 (tentative)
Youth Justice Council Approval	June 13, 2018 (tentative)
Board of Crime Control Approval	June 14, 2018 (tentative)
Project Start Date	October 1, 2018
Project End Date	September 30, 2019

## II. Eligibility

Eligible applicants include units of local government, federally recognized tribal governments, private nonprofit agencies, and local educational agencies. *Private nonprofit agencies must document their nonprofit status.*

## III. Application Deadline

Applications for Title II Formula Grant (J), RFP #18-05, must be submitted online on or before **March 15, 2018 at 12:00 p.m. (noon)**. Late applications will not be reviewed.

***Failure to meet the required deadline or submit all required application documents will result in disqualification of the application.***

To mitigate any potential application submission problems, MBCC strongly urges applicants to submit applications 72 hours prior to the application due date.

## IV. Registration

A new applicant agency must register with the Online Sub-Grantee Application System (OSAS) at <http://mbcc.mt.gov/osas/Default.aspx> immediately to ensure meeting the application deadline. Create a login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

Previous applicants for funding with MBCC may use an existing User ID, and Password. If assistance is needed, contact MBCC Kristel Matchett at (406) 444-3604 or [kmatchett@mt.gov](mailto:kmatchett@mt.gov).

## V. How to Apply

### From February 1, 2018 to March 15, 2018:

- Go to [www.mbcc.mt.gov](http://www.mbcc.mt.gov)
- Select 'Funding' from top navigation bar
- Select 'Online Applications' from the dropdown menu
- Select 'Apply Online'
- Log in to OSAS
- Select 'File a New Application'
- Select the applicable RFP from the dropdown list
- Complete the online application

### Requirements

All required documents must be uploaded into the online application for submission; some documents must be scanned before uploading. These include the following:

- Signature page with original signatures (stamped or electronic signatures are not acceptable)
- SAM Registration and Verification - Applicants for Federal awards are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM).
  - To obtain a DUNS number online, go to <http://www.dnb.com/get-a-duns-number.html> or call the Dun & Bradstreet hotline at 1-800-526-9018. The DUNS number is required as part of registration with SAM. To register with SAM, go to [www.sam.gov](http://www.sam.gov) or call the Federal Service Desk at 1-866-606-8220 with any questions.
  - A copy of the current, active SAM registration MUST be uploaded into the Online Sub Grantee Application System (OSAS).
- [Accounting and Financial Capabilities Questionnaire](#). Please note: Federal regulations require applicants to establish and maintain proper accounting systems and financial records to include policies and procedures.
- Position descriptions if personnel are requested in the budget
- For Nonprofits only:
  - Proof of nonprofit status
  - Board of Directors: name, position, personal contact information for each
- All other required documents

NOTE: If any required documents are not uploaded within the application packet, the application will be disqualified and will not move forward for review. A letter will be sent to the applicant indicating disqualification. Appeals cannot be allowed.

### RFP Questions or Clarification

Applicants having questions or requiring clarification or interpretation of any section within this RFP may address these issues using the Question and Answer Form available on the MBCC website: <http://mbcc.mt.gov/Funding/Grant-Offerings>. Clear reference to the RFP, section, page, and item in question must be included in the form. Questions will be answered and posted on the MBCC website every Friday by 5:00 p.m. Questions received after the deadline cannot be considered. Program-specific questions cannot be addressed during this solicitation period.

## Crime Statistics

Agencies may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their applications. MTIBRS Online Reporting (MOR) is an analytical/statistical tool that takes full advantage of Montana's Incident-Based Reporting System. Users can select custom reports based on offense, offender/arrestee, victim, and property data elements. Users can also create their own custom reports based on many variables and export the reports in multiple formats (XML, or comma-delimited). Data from 2005 to the most complete current calendar year is available.

For assistance in accessing MOR or for technical assistance regarding crime statistics, agencies should request the information at [mbcc@mt.gov](mailto:mbcc@mt.gov) *at least five working days before the RFP deadline*. For more information, please contact Kathy Wilkins at (406) 444-4298 or [kwilkins@mt.gov](mailto:kwilkins@mt.gov) or contact Kristel Matchett at (406) 444-20080 or at [kmatchett@mt.gov](mailto:kmatchett@mt.gov).

## Receipt Verification

All applicants will receive a letter acknowledging the receipt of their application and will be assigned a grant number and an MBCC contact person.

## VI. Quarterly Reporting

All successful applicants for grant award funds must comply with the following:

- Applicant agrees to submit online quarterly reports within ten days following the end of each program quarter. These reports include, but are not limited to:
    - Financial Reports
    - Narratives
    - Performance Measurement Tools (DCTAT)
    - Data
- | Reporting Period                   | Due Date   |
|------------------------------------|------------|
| Quarter 1: October 1 – December 31 | January 10 |
| Quarter 2: January 1 – March 31    | April 10   |
| Quarter 3: April 1 – June 30       | July 10    |
| Quarter 4: July 1 – September 30   | October 10 |
- Applicant acknowledges that failure to provide reporting as stated in this RFP will cause grant funding to be denied or rescinded.

Quarterly reporting is based upon Objectives that are included in the Project Narrative and as inserted in the Online Subgrant Application System (OSAS).

- Applicant agrees a minimum of three and a maximum of five objectives:
  - Objectives must start with the word “To” and contain a measurable deliverable.
  - Objectives must be in alignment with the goals listed in the grant narrative.
  - Objectives must be time-bound and measurable.
  - Goals should follow the authorized purpose area definitions (See Authorized Purpose Areas listed below) and whenever possible contain model and best practice program approaches.

## VII. Program-Specific Information

### Project Period

The project period begins October 1, 2018, and concludes September 30, 2019. **Funds may not be expended or obligated prior to October 1, 2018.**

### PROGRAM INFORMATION

#### Priority Projects

The Governor-appointed, Youth Justice Council (YJC) is responsible for planning and consultation on juvenile justice issues for the State of Montana. The YJC has assessed the priorities in Montana for resource allocation and determined that funding activities based on best and promising practices within the following purpose areas will improve Montana's capacity to serve youth along the continuum of intervention, prevention, and accountability:

1. Purpose Area 3: Alternatives to Detention  
Alternative services provided to a juvenile offender in the community as an alternative to confinement.
2. Purpose Area 6: Delinquency Prevention  
Programs, research, or other initiatives to prevent or reduce the incidence of delinquent acts and directed to youth at risk of becoming delinquent to prevent them from entering the juvenile justice system or to intervene with first-time and non-serious offenders to keep them out of the juvenile justice system. This program area excludes programs targeted at youth already adjudicated delinquent, on probation, in corrections, and those programs designed specifically to prevent gang-related or substance abuse activities as part of other program areas.
3. Purpose Area 17: School Programs  
Education programs or supportive services in traditional public schools and in detention/corrections education settings to encourage youth to remain in school or alternative learning programs and to prevent truancy, suspension, and expulsion. School programs may include support for school resource officers and law-related education.
4. Purpose Area 21: Disproportionate Minority Contact (DMC)  
Programs, research, or other initiatives primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a) (22) of the JJDP Act.
5. Purpose Area 22: Diversion Programs  
Programs to divert juveniles from entering the juvenile justice system.
6. Purpose Area 23: Gender-Specific Services  
Services to address the needs of female offenders in the juvenile justice system.
7. Purpose Area 24: Indian Tribe Programs  
Programs to address juvenile justice and delinquency prevention issues for American Indians and Alaska Natives.
8. Purpose Area 27: Juvenile Justice System Improvement  
Programs, research, or other initiatives to eliminate or prevent the detention or confinement of youth in adult jails and lockups, as defined in Section 223(a) (13) of the JJDP Act.
9. Purpose Area 30: Rural Area Juvenile Programs  
Prevention, intervention, and treatment services in an area located outside a metropolitan statistical area as designated by the US Bureau of the Census.

If an applicant submits a grant in a purpose area other than those listed above, the application

will be considered, but priority will be given to the above purpose areas. Priority will also be given to those applications implementing best and promising practices.

### **Purpose Areas and Performance Measures**

Applicants should choose the purpose area that best defines the proposed project. Each purpose area has corresponding performance measures for federal Data Collection Technical Assistance Tool (DCTAT) reporting purposes. **Applicants must choose only one purpose area and the corresponding performance measures.** For a complete list of purpose areas and their performance measures, visit the following site:

[https://www.ojjdp-dctat.org/help/program\\_logic\\_model.cfm?grantID=3](https://www.ojjdp-dctat.org/help/program_logic_model.cfm?grantID=3)

Download the performance measure reporting form for your designated purpose area:

<http://mbcc.mt.gov/Grants/Reporting/TitleII/TitleIIReport.asp>

- List the bolded/mandatory reporting outcome and output performance measurements in your project narrative.
- List one other non-mandatory output performance reporting measurement in your narrative.
- List one other non-mandatory outcome performance reporting measurement in your project narrative.

These measures will define the data the applicant must track for the grant; the applicant will be required to report the data to MBCC quarterly and to DCTAT annually. The goals and objectives of the project should align with these performance measures.

### **Cash or In-Kind Match**

No match is required.

## **VIII. Application Requirements**

**Applications and all components must be submitted based upon a 12-month period (October 1, 2018 through September 30, 2019) and MUST include the following:**

### **Section 1: Face Page**

The face page is automatically generated in the online application system. The face page identifies the applicant, the project director, the project title, the project duration dates, the previously funded grant number, and the total number of months of federal support. *The Project Director must be an employee of the applicant agency.*

### **Section 2: Project Budget**

Applicants must complete the budget form with requests for Personnel, Contracted Services, Travel and Per Diem, Equipment, and Operating Costs (all categories may include local match). Budget requests must be (1) complete, allowable, and cost-effective in relation to the proposed activities; and (2) directly related to the development, implementation, or operations of the specific project.

It is strongly recommended that applicants budget the appropriate hotel and travel expenses for 1 to 2 staff in the travel category to attend appropriate workshops offered by MBCC. This includes but may not be limited to the following: MBCC Subgrantee Workshop, MBCC Grant Writing Workshop, and the MBCC Crime Prevention Conference.

### Section 3: Budget Narrative

The narrative must:

- a. Demonstrate all costs are reasonable;
- b. Explain and justify each budget item (personnel including fringe must include clear detail on 100% of the position and portion of full time equivalent (FTE) employee paid by the grant; identify by name the person for whom personnel costs are requested);
- c. Show detailed cost calculations to demonstrate how the Applicant arrived at the total amount requested;
- d. Provide a brief narrative to link costs with project activities;
- e. Include the match source and identify anticipated expenses to be covered by the match (if match is applicable);
- f. Identify personnel paid out of the grant by name and title (for example, personnel including fringe must include clear detail on 100% of the position and portion of full time equivalent (FTE) employee paid by the grant).;
- g. Indicate how the project will be supported by non-federal funds; and
- h. Specify how federal funding will be used.

The Budget Narrative must be explained in detail and correlate to the categories in the Project Budget. The narrative must be in a 12-point font, double or single spaced, and kept to 4 pages or less. Budget Narrative must be broken out by category. All categories should be represented even if applicant is not requesting funds in one or more of the categories. Graphs and tables are acceptable.

**Example:** Sally Smith's full time equivalent position at \$31,990.40 per year:

#### Personnel Costs

Sally Smith's full time equivalent position at \$31,990.40 per year

Position Title (i.e. Victim Advocate) – Sally Smith

1 FTE @ \$15.38/hr. \$31,990.40

MBCC funding = .5 FTE (1040 hrs.) @ \$15.38/hr. = \$15,995.20

Other funding source (X Foundation) = .25 FTE (520 hrs.) @ \$15.38/hr. = \$7,997.60

Other funding source (name) = .25 FTE (520 hrs.) @ \$15.38/hr. = \$7,997.60

Grand Total = \$31,990.40

#### Fringe Benefits

Position Title (i.e. Victim Advocate) – Sally Smith

Benefits are based on current payroll costs for a full-time position.

FICA (Social Security & Medicare)	\$31,990.40 x 7.65%	\$2,447
Worker's Compensation	\$31,990.40 x .8%	\$256
FUTA – on first \$7,000/yr.	\$7,000 x .6%	\$42
SUI – on first \$29,000	\$29,000 x .5%	\$145
Retirement	\$31,990.40 x 8.17%	\$2,614
Health Insurance	\$31,990.40 x 7.7%	\$2,463
Total Fringe Benefits		\$7,967

MBCC funding = \$7,967 x .5 = \$3,983.50

Other funding source (X) = \$7,967 x .25 = \$1,991.75

Other funding source (X) = \$7,967 x .25 = \$1,991.7

### **Indirect Costs**

MBCC allows indirect costs to be requested in accordance with OMB circular, 2 CFR 200. As such, the three authorized methods of applying indirect costs are from a Federally Approved Indirect Cost Rate (per MBCC Indirect Cost Policy), negotiated indirect cost rate (pending federal approval), or by using the De Minimis Rate of 10%. If using a Federally Approved Indirect Cost Rate plan or negotiated indirect cost rate plan, a copy of that document must be provided in the RFP response. If no document or calculation of the De Minimis Rate is provided, the indirect cost portion of the application will be considered non-responsive and the indirect cost requests will not be considered. For more information on applying for indirect costs please refer to the indirect cost (See Appendix G).

### **Section 4: Project Narrative**

The Project Narrative describes the Applicant's approach in his/her community or area of operation. Submit a Project Narrative that presents a detailed description of the purpose, needs, goals, objectives, implementation, evaluation, sustainability, and collaboration of the proposed project. Clearly list the performance measures for the selected purpose area in this section. Goals and objectives should adhere to those performance measures and must be reflected in quarterly reporting. Material required under the Budget Detail and Budget Narrative and Other Attachments sections will not count toward the project narrative page count. The Project Narrative must be in a 12-point font, double-spaced, one-inch margins and kept to 24 pages or less.

The Project Narrative **MUST** contain the following elements:

#### *Executive Summary*

Briefly summarize the scope of the project; state the problem or need; identify objectives and outcomes to be gained. Explain how the proposal addresses the purpose area(s) identified. This section should be limited to four double-spaced, 12-point font pages with one-inch margins.

#### *Needs Statement*

The Needs Statement identifies the problem(s) to be addressed and validates the need for the program and services within the program area. The statement includes current data (less than five years old) that justifies the grant request. The Needs Statement should reflect regional or community data in addition to statewide data. The date range of the data must be identified.

#### *Goals*

Provide a broad statement, written in general terms, that conveys the project's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project. Goals must be clearly defined, dynamic, achievable, realistic and tangible. The project goals should adhere to the purpose area(s) and the performance measures tied to the purpose area(s).

#### *Objectives*

A minimum of three and a maximum of five objectives are required. Identify the specific milestones aimed at achieving the goal(s). Objectives should be directly related to the



performance measures.

Objectives must:

- Start with the word ‘To’;
- State the date when a milestone will be reached; and,
- Be specific, measurable, achievable, realistic, and time-bound.

Example: “To work directly with law enforcement to improve victim services” is not a measurable objective. “To hold 12 monthly meetings with law enforcement to discuss ways to improve victim services” is measurable and appropriate for the project period.

#### *Implementation Plan*

A complete Implementation Plan will include objectives, the responsible party or parties, the timeline, how each objective will be accomplished, projected costs, and resources needed. The plan will describe specific steps that will be undertaken to achieve each objective.

Example:

<b>Activity/Action Steps</b>	<b>Responsible Party</b>	<b>Resources Needed</b>	<b>Cost</b>	<b>Time Frame Start/End</b>	<b>Tracking Measures (Documentation of Progress)</b>
<i>Ex: Cultivate 12 new referrals throughout the year</i>	<i>Program Manager</i>	<i>Transportation Time</i>	<i>\$2,500 \$3,567</i>	<i>Quarter 1 – Quarter 4</i>	<i>Number of new referrals</i>

#### *Evaluation Plan*

Applicants must include a plan that describes how the grant-funded program is evaluated throughout the duration of the project to meet the program objectives and goals.

The plan will describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency’s commitment to provide pre- and post-data related to the specific performance measures and activities outlined in the narrative. Data collected should verify that the objectives have been met. The plan should clearly state what data will be collected, how, by whom, and when.

#### *Collaboration*

Applicants must describe how the program promotes coordinated public and private efforts. This includes but is not limited to:

1. Describing partnerships that are built through the grant;
2. The multi-disciplinary teams that are created to reach the program’s objectives;
3. How the established partnerships compliment one another’s programs; and
4. How the community supports the project.

Letters of Support and/or Collaboration Memoranda of Understanding may be submitted.

#### *Sustainability Plan*

Applicants must include a plan that outlines how the project will be sustained in the future. The plan should describe the community’s support, funding opportunities outside of MBCC grants, and challenges to sustaining the program. Applying for additional MBCC grants is

not considered an adequate sustainability plan.

### **Section 5: Special Assurances and Conditions.**

The application contains a list of Special Assurances and Conditions that are part of the legal and binding agreement between MBCC and the Applicant upon award. The Signature Page of the application binds the Applicant to the Special Assurances and Conditions.

### **Section 6: Signature Page with Original Signatures.**

The application requires an Official Budget Representative, Project Director, and Financial Officer to certify the application and the Special Assurances and Conditions (Section 5). No single person can sign as Official Budget Representative and Project Director. The Official Budget Representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc. The Project Director must be an employee of the applicant agency. This page must be printed and signed by all three representatives, scanned and uploaded in Section 7.

Upon award, the application and award documents form a legal and binding agreement between the Applicant and MBCC for the Applicant to perform all goals and objectives as submitted in the application, and to adhere to the approved budget. If, during the project period, any person in the position of Official Budget Representative, Project Director, or Financial Officer changes, the entire form must be completed with updated information, signed by all parties, and returned to the Juvenile Justice Program Manager.

### **Section 7: Upload Required Documents.**

Do not submit documents other than those specified in this solicitation. Any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

- a. **Signed Signature Page:** All required parties must provide original signatures (electronic and stamped signatures are not acceptable):
  1. Official Budget Representative
  2. Project Director
  3. Financial Officer
- b. **Verification of SAM Registration:** A copy of the current, active SAM registration must be uploaded into OSAS. See Part II: Eligibility.
- c. **Nonprofit Requirements**
  1. Nonprofit Status. Nonprofit agencies must provide documentation of nonprofit status.
  2. Listing of Current Board Members. Provide information on board compilation, positions and individual contact information.
- d. **Other Required Documents:**
  1. [Accounting System and Financial Capability Questionnaire](#) (Attachment A)  
Provide information demonstrating the agency's accounting and financial structure.
  2. JDAI MOU: Applicants applying for funds to participate in JDAI must attach a JDAI MOU (Attachment B).
  3. Tribal Resolution: Agencies applying for funds which will be used to serve Tribal youth must include a current, valid Tribal Resolution signed by an authorized official or body

- representing the Tribal entity (Attachment C).
4. Form JJ Required Information Questionnaire (Attachment D)
  5. Federal Indirect Cost Rate Agreement (if applicable). Applicants who have an established federally approved indirect cost rate agreement in place and wish to include indirect costs in the budget request must provide a copy of the federally approved indirect cost rate agreement. (See Attachment E)
  6. JDAI must attach a JDAI Implementation and Reporting Plan (Attachment F).
  7. Relative Rate Index: All applicants must submit a current relative rate index and include a plan for addressing disproportionate minority contact in the program narrative. For more information contact Juvenile Justice Specialist Shawn Clark.
  8. Organization list: Include a list of the agency personnel and of personnel working on the project.
  9. Position Description: If grant monies are used to fund personnel, include a position description.
  10. Current Letters of Support or Collaboration Memoranda of Understanding: If applicable, copies of current letters of support with original signatures from networking agencies to MBCC must be uploaded into OSAS. If applicable, MOUs with original signatures to MBCC must be uploaded into OSAS.

## **IX. Special Requirements**

All successful applicants for MBCC grant award funds must agree to the following requirement(s):

1. Submit minutes and attendance rosters for all JDAI meetings with MBCC quarterly reports, if applying for JDAI funding.
2. If personnel costs are included in the budget, timesheets must be maintained to track actual time worked and show all funding sources. Any personnel being used as match (volunteers, personnel, etc.) must maintain timesheets to track actual time worked. Timesheets must be signed by the employee/volunteer and certified by a supervisor.
3. Include any other program specific requirements *as shown below*.  
**Data Collection and Technical Assistant Tool (DCTAT)**  
Grant recipients are required to submit performance measure data as outlined in Section VI Performance Measures to the federal DCTAT. Sub grantees will be provided information regarding federal reporting requirements by email. Sub grantees will also be required to report DCTAT data to MBCC on a quarterly basis.
4. Applicants are responsible to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at <http://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>.
5. If the local government agency is not compliant with the MBCC Crime Data Reporting Policy, the agency must have an MOU in place within 120 days of award. Contact Kathy Wilkins at (406) 444-4298 or [kwilkins@mt.gov](mailto:kwilkins@mt.gov) to determine if the county is compliant.

## **X. Limitations and Fund Use**

All MBCC grant funds are governed by the Department of Justice grant program's legislation, statutes, and regulations and the Uniform Guidance found in 2 C.F.R. 200 of the Office of Management and Budget (OMB) and the current version of the DOJ Grants Financial Guide found at <http://ojp.gov/financialguide/DOJ/index.htm>.

To be allowable under federal awards, costs must be reasonable, allocable, and necessary to the project and must also comply with the funding statute requirements. To be allowable under federal awards, costs must meet the following general criteria:

- Funds may not be expended or obligated prior to October 1, 2018;
- Be necessary and reasonable for proper and efficient performance and administration of the award;
- Be allocable under the provisions of the Uniform Guidance found in 2 C.F.R. 200;
- Be authorized or not prohibited under State or local laws or regulations;
- Conform to any limitations or exclusions set forth in the Uniform Guidance found in 2 C.F.R. 200, federal laws, terms and conditions of the award or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation; and
- Be adequately documented.

In addition to the Department of Justice (DOJ), the Office of the Chief Financial Officer (OCFO) provides policy guidance, financial control, and support services to Office of Justice Programs (OJP) in the areas of grants, accounting and financial management. The provisions of this guide apply to Department of Justice awards.

Generally Allowable Costs – this is not all inclusive	Unallowable Costs – this is not all inclusive
<ul style="list-style-type: none"> <li>• advertising and public relations costs – restrictions apply;</li> <li>• Audit costs - If your agency receives less than \$750,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. Agencies receiving \$750,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with federal guidelines. Costs for such an audit should be charged proportionately to all programs being audited;</li> <li>• Communication costs;</li> <li>• Compensation for personal services – detailed time and attendance records are required</li> <li>• Employee morale, health, and welfare costs;</li> <li>• Equipment – must be integral of the project. Equipment is defined as having a useful life of more than one year and an acquisition cost greater than \$5,000;</li> <li>• Insurance and indemnification – restrictions apply;</li> <li>• Maintenance and repair costs – restrictions apply;</li> <li>• Material and supplies costs;</li> <li>• Meetings and conferences – restrictions apply;</li> <li>• Memberships, subscriptions and professional activity costs – restrictions apply;</li> <li>• Professional/consultant service costs must follow the applicable federal grant guidelines and state policy;</li> <li>• Publication and printing costs – restrictions apply;</li> <li>• Rental costs of buildings and equipment;</li> <li>• Training costs; and</li> <li>• Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to <a href="http://mom.mt.gov/default.mcp">http://mom.mt.gov/default.mcp</a> to access the Montana Operations Manual. Once inside the manual, click Travel.</li> </ul> <p>For allowable costs, go to <a href="http://ojp.gov/financialguide/DOJ/index.htm">http://ojp.gov/financialguide/DOJ/index.htm</a> Under <i>Top 10 Topics</i> select ‘2. Allowable Costs’.</p>	<ul style="list-style-type: none"> <li>• Bad debts;</li> <li>• Construction in general;</li> <li>• Compensation and travel of federal employees;</li> <li>• Costs incurred outside the project period;</li> <li>• Donations and contributions;</li> <li>• Entertainment;</li> <li>• Fines, penalties, and interest expense;</li> <li>• Food and beverages (including alcoholic);</li> <li>• Fundraising and investment costs;</li> <li>• Goods or services for personal use;</li> <li>• Land acquisition/purchase of real property;</li> <li>• Lobbying;</li> <li>• Membership fees to organizations whose <i>primary</i> activity is lobbying;</li> <li>• Pre-agreement costs;</li> <li>• Purchase or lease of vehicles;</li> <li>• Supplanting;</li> <li>• Tips; and</li> <li>• Uniform allowances.</li> </ul> <p>For unallowable costs go <a href="http://ojp.gov/financialguide/DOJ/index.htm">http://ojp.gov/financialguide/DOJ/index.htm</a>. Under <i>Top 10 Topics</i> select ‘3. Unallowable Costs’.</p>

## **XI. Application Review and Selection Criteria**

### **Initial Screening**

MBCC staff will conduct an initial screening of the application to check for completeness. If any required documents are not submitted, the application will be deemed incomplete and disqualified from consideration. Applicants will receive a letter indicating the application has been disqualified.

### **Application Review**

Successfully screened applications will be reviewed through a competitive process for completeness and responsiveness to the scope of the Title II Formula Grant (J) program and the requirements of this RFP.

Fiscal, Program and Committee Staff will review applications and funding recommendations will be referred to the MBCC Youth Justice Council (YJC) Application Review Committee for their review. YJC Application Review Committee funding recommendations will be referred to the MBCC Board of Directors for final funding decisions/awards. The MBCC Board of Directors reserves the right to award funds to programs they believe are the best use of Title II Formula Grant funds, regardless of the Applicant's application score. The MBCC Board of Directors supports the use of evidence-based and promising practices and will also consider this factor when reviewing applications.

The following selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criterion.

<b>Criteria</b>	<b>Description</b>	<b>Scoring</b>
Executive Summary	Provides a clear, concise summary of proposal (i.e. describes/justifies services); states problems or needs; identifies objectives and outcomes to be gained.	5% out of 100
Project Budget/ Budget Narrative	Is complete, allowable and cost-effective in relation to the proposed activities; Budget Narrative clearly explains and justifies budget items and how the applicant arrived at and calculated the budget amounts; includes justification of cash or in-kind matches and that the value of in-kind matches is reasonable. <i><b>Budget must be explained and correlate to the categories in the Budget Narrative.</b></i>	20% out of 100
Needs Statement	Clearly identifies the problem(s) to be addressed; validates the need for the program and services; provides current data less than five years old that clearly establishes need.	25% out of 100
Goals	Clearly defined, dynamic, achievable, realistic, and tangible; addresses the long-range effect of the project and its intent to change, reduce or eliminate the problem described.	10% out of 100
Objectives	Are specific, measurable, achievable, realistic and time-bound; identifies specific milestones aimed at achieving the stated goal(s) and when milestones will be achieved. Minimum of three and maximum of five objectives are required.	10% out of 100
Implementation Plan	Is realistic; describes specific steps to be taken to accomplish each objective; includes responsible party(ies), timeline, and resources needed.	15% out of 100
Evaluation Plan	Describes how project success will be measured relative to the	5% out of 100

	goals and objectives; describes community-level baseline data, capacity to support the program and assurance of agency's commitment to provide data; includes what data will be collected, how, by whom and when.	
Collaboration	Describes how the program promotes coordinated public and private efforts.	5% out of 100
Sustainability Plan	Realistically outlines how the project intends to be funded in the future, outside of federal funding sources; applying for additional Title II Formula grants is not considered an adequate sustainability plan.	5% out of 100

Scoring Criteria will be used as a tool to assist the accounting and program staff, as well as the Youth Justice Council Application Review Committee (YJC ARC), in evaluating the overall application. Any proposal that fails to achieve 60% of the total available points may be eliminated from further consideration.

### **Appeals**

Per Board policy, if an application is recommended for denial by the Title II Committee, the applicant may appeal the recommendation if the applicant demonstrates one of the following:

- The Request for Proposal was inaccurate;
- Staff provided misinformation;
- Staff failed to follow existing policies;
- A specific geographic region would no longer have any available program in a service category.

Notice of Appeal must be made in writing to Adrienne Cotton, Government Relations Director; Montana Department of Corrections within ten calendar days of notice of the Title II Committee's recommendation.

### **Awards**

Immediately following review of the applications by YJC ARC, a notice will be sent to the applicant agency with the recommendation that will be presented to the YJC and the Board. The Board will review all the Committee's recommendations during their June 2018 meeting and make final funding decisions. Each applicant will receive either an Intent to Award notice or a denial letter.

## **XII. Application Checklist**

**Application Checklist:** Please refer to this checklist before submitting the online application and required additional documentation.

<input type="checkbox"/>	Budget and Budget Narrative
<input type="checkbox"/>	Project Narrative
<input type="checkbox"/>	Scanned Signature Page with Original Signatures
<input type="checkbox"/>	SAM Registration
<input type="checkbox"/>	Scanned Nonprofit Status – Nonprofits only
<input type="checkbox"/>	Other Required Documents: Accounting System and Financial Capability Questionnaire
<input type="checkbox"/>	Tribal Resolution (for Tribal applications only)
<input type="checkbox"/>	Form JJ Required Information Questionnaire
<input type="checkbox"/>	Federally Negotiated Indirect Cost Rate Agreement (if applicable)
<input type="checkbox"/>	JDAI Implementation and Reporting Plan (if applicable)
<input type="checkbox"/>	Relative Rate Index (RRI) data for applicant's community
<input type="checkbox"/>	Organization List
<input type="checkbox"/>	Position Descriptions (if personnel are requested in budget)
<input type="checkbox"/>	Current Letters of Support with Original Signatures or Collaboration MOUs (if applicable)

### **Attachment A**

Accounting and Financial Capabilities Questionnaire

(This is not an active form; please access the active form on the MBCC website)

### **Attachment B**

JDAI Memorandum of Understanding

### **Attachment C**

Tribal Resolution Requirements

### **Attachment D**

Form JJ Required Information Questionnaire

### **Attachment E**

Indirect Costs


### **Attachment F**

JDAI Implementation and Reporting Plan



**ATTACHMENT A**  
**Accounting System and Financial Capability Questionnaire**  
 – NOT AN ACTIVE FORM –

SEE the MBCC WEBSITE by CLICKING on the FOLLOWING LINK:  
<http://mbcc.mt.gov/Portals/130/Funding/Forms/Financial/FinCapability.PDF>

 <b>MONTANA BOARD OF CRIME CONTROL</b> <b>ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE</b>	
<b>Section A: Purpose</b>	
<p>In compliance with the Office of Justice Programs (OJP) Financial Guide, adequate accounting systems shall meet the following criteria:</p> <ol style="list-style-type: none"> <li>(1) Accounting records need to provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.</li> <li>(2) Entries in accounting records shall refer to subsidiary records and/or documentation which support the entry and which can be readily located.</li> <li>(3) The accounting system shall provide accurate and current financial reporting information.</li> <li>(4) The accounting system shall be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and ensure adherence to prescribed management policies.</li> </ol>	
<b>Section B: General</b>	
1. Complete the following items:	
<p>a. When was the entity founded/Incorporated (month, day, year)</p> <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #e0e0ff;"></div>	<p>c. Board of Directors:</p> <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #e0e0ff;"></div> <p>Chair</p> <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #e0e0ff;"></div> <p>Vice Chair</p> <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #e0e0ff;"></div> <p>Treasurer</p>
<p>b. Employer Identification Number:</p> <div style="border: 1px solid black; height: 20px; width: 100%; background-color: #e0e0ff;"></div>	
2. Fiscal year (date range):	3. Total Revenues in last fiscal year:
<b>Section C: Accounting System / Funds Control</b>	
1. Which of the following best describes the accounting system: <input type="checkbox"/> Manual <input type="checkbox"/> Automated <input type="checkbox"/> Combination	
2. Does the accounting system identify the receipt and expenditure of program funds separately for each funding source? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
3. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of: <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">           a. Total funds available for a grant?           <input type="checkbox"/> Yes           <input type="checkbox"/> No           <input type="checkbox"/> Not Sure         </div> <div style="width: 60%;">           b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)?           <input type="checkbox"/> Yes           <input type="checkbox"/> No           <input type="checkbox"/> Not Sure         </div> </div>	
4. Are time distribution records maintained for each employee to encompass his or her total activities and be specifically identified to a particular cost objective? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
5. Is the entity generally familiar with the existing regulation and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal grants? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
6. If grants funds are commingled with entity's funds, can the grant funds and related costs and expenses be readily identified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
<b>Section D: Applicant Certification</b>	
I certify that the above information is complete and correct to the best of my knowledge.	
<p>Signature: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; background-color: #e0e0ff;"></span></p> <p>Title: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; background-color: #e0e0ff;"></span></p>	<p>Entity Name, Address, and Telephone Number</p> <div style="border: 1px solid black; height: 40px; width: 100%; background-color: #e0e0ff;"></div>

**Attachment B**  
**JUVENILE DETENTION ALTERNATIVES INITIATIVE (JDAI)**  
**MEMORANDUM OF UNDERSTANDING**

**I: PARTIES**

This document constitutes an agreement between ... (At a minimum, the administrators (or their designee) of the following agencies must be represented: Law Enforcement, County Attorney's Office, Public Defender's Office, Chief Juvenile Probation Officer, Chief Judge, the Detention Center, and a County Commissioner.)

**II: PURPOSE**

This agreement is entered into by the above-named agencies for the purpose of establishing a cooperative relationship in order to replicate the eight core strategies of the Juvenile Detention Alternatives Initiative.

**III: PERIOD OF AGREEMENT AND MODIFICATION/TERMINATION**

This MOU will become effective when signed by all parties. Modifications to this MOU must be submitted in writing at least 30 days in advance and approved by all agencies represented herein. Intent to terminate participation in this MOU must be submitted in writing at least 30 days in advance of termination to all participating agencies.

**IV: RESPONSIBILITIES OF THE PARTIES**

All parties agree to work cooperatively to review the objectives and measures described below and will participate in meetings held monthly, unless all agencies agree to an alternative meeting schedule.

- 1) Specific responsibilities of each agency
- 2) Specifically address eight core strategies and implementation plan for each
  - a. Collaboration
  - b. Data Driven Decisions
  - c. Objective Admissions (which includes mandatory, consistent use of the JDAI created by the Montana JDAI Stakeholders)
  - d. Alternatives to Detention
  - e. Case Processing Reforms
  - f. Special Detention Cases
  - g. Reducing Racial Disparities
  - h. Conditions of Confinement
- 3) DCTAT Performance Measures – agree to collection methodology and responsible party
- 4) How working relationship will be managed, including designation of a local coordinator to work with the Judge or his/her designee to develop an agenda; gather and report data to the state coordinator; write and update the plan to implement JDAI; research the JDAI Help Desk for resolution to local problems; request training and technical assistance from the state JDAI Coordinator; and otherwise coordinate implementation of the JDAI Plan.
- 5) Dispute resolution

## **Attachment C**

### **Tribal Resolution Requirements**

**Tribes** must provide a valid Tribal Resolution, signed by an authorized official or body representing the tribal entity, that provides assurances that:

1. the tribal entity is included in the most recently approved listing by the Secretary of the Interior as an Indian tribe that performs law enforcement functions.
2. the tribe shall attempt to comply with the requirements contained in Section 223(a) (12) (A), (13), and (14) of the Juvenile Justice and Delinquency Prevention Act by developing and implementing tribal strategy designed to:
  - a. provides those juveniles who are charged with or who have committed offenses that would not be criminal if committed by adults and non-offenders (i.e., dependent or neglected youth) shall not be placed in secure detention facilities, jails, lockups, or secure correctional facilities;
  - b. provide that no juvenile shall be detained or confined in any institution in which they have regular contact with accused or convicted adult offenders; and
  - c. provide that no juvenile shall be detained or confined in any jail or lockup for adults.
3. the tribe will identify the juvenile justice needs to be served by these funds within the geographical area where the tribe performs law enforcement functions.
4. the tribe will allow the state to conduct an analysis of its juvenile crime problems and determine the extent to which the tribe is complying with the requirements of 223(a) (12) (A), (13) and (14) of the Juvenile Justice and Delinquency Prevention Act.
5. based on this analysis, the tribe must develop a strategy for implementing a comprehensive, coordinated juvenile service system if:
  - a. status offenders and non-offenders are not placed in secure detention or secure correctional facilities;
  - b. juveniles are not held in regular contact with incarcerated adult persons; and
  - c. juveniles are not detained nor confined in any adult jail or lockup.
6. each application to the state for funds under the Indian pass-through program must identify how the proposed use of funds is consistent with the tribe's strategy.



**Attachment D**  
**Form JJ**  
**Required Information Questionnaire**  
**Title II Formula Grant (J) RFP #18-05**

1. How many youths will be served by this program? \_\_\_\_\_

2. Does this program implement an evidence-based program? Circle or underline your choice.

Yes      No

3. Which program/programs are implemented? \_\_\_\_\_

4. Which evidence-based program registry lists this program? (Model Program Guide; NREPP; NIDA; other) \_\_\_\_\_

5. Have you included the relative rate index (RRI) for your county and demonstrated an understanding of what it means? Circle or underline your choice.

Yes      No

6. How does your program propose to reduce disproportionate minority contact (DMC) in your community? (100 words or less)

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## **Attachment E**

### **Indirect Costs**

Indirect costs are the costs of an organization that are not readily assignable to project costs but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect costs. For an organization that has an established, federally-approved indirect cost rate for federal awards, indirect costs mean those costs that are included in the organization's established indirect cost rates. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget, Circular 2 CFR 200.

MBCC will authorize indirect costs on this grant program if applicants will utilize one of the following methods:

- Federally-Approved Indirect Cost Rate: Applicants who have an established, federally-approved indirect cost rate agreement in place may include the allocation for indirect costs. Applicants **MUST** provide a copy of the agency's Federal Agreement. MBCC may negotiate the federally-approved indirect cost rate if it is higher than the limit established in MBCC Board Policy and/or the grant's federal allowable limits, whichever is lower.
- Negotiated Indirect Cost Rate: For those agencies who have a pending application for federally-approved indirect cost rate, the sub grantee may negotiate an indirect cost rate with MBCC, limited to Board Policy and/or the grant's federal allowable limits, whichever is lower. See MBCC board Policy on Indirect Costs below. Applicants must submit a copy of the application for the federally-approved indirect cost rate with their application.
- De Minimis Rate: Any Non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a 10% De Minimis rate of modified total direct costs (MTDC) which may be used indefinitely.
  - MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward more than \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for direct costs.
  - Costs must be consistently charged as either indirect or direct costs (only on allowable grant activities) but may not be double charged or inconsistently charged as both.
  - This methodology, once elected, must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.
  - The rate can be applied to the first \$25,000 of the subaward (contract/consultant).

- The amount used for the De Minimis must be clearly stated and the grant application must list the budget items used to determine the De Minimis Rate.
- No Indirect Cost Rate: Applicants may choose not to include indirect costs in the budget request.

#### MBCC Indirect Costs Policy:

- 1.1 The Montana Board of Crime Control allows subgrantee or contractor requests for indirect costs provided the subgrantee or contractor has an approved indirect cost rate or plan and the amount requested does not exceed its approved rate or the rate allowable under the federal block grant, whichever is lower.
- 1.2 For those federal grants that do not address indirect cost rates, the indirect cost rate allowed may not exceed 25% of the overall direct project cost.
- 1.3 If no administrative costs are available on a block grant, indirect costs are only allowable on a case-by-case basis at the discretion of the Executive Director.
- 1.4 The intent of this policy is to address requests for use of grant monies for indirect costs.

The amounts listed in your calculations MUST match the Budget Detail and Budget Narrative.

#### Example for Calculating 10% De Minimis Rate for Indirect Costs

Costs must be consistently charged as indirect or direct (only on allowable grant activities). *Italicized items indicate amounts that may be used for indirect costs in this example only.*

#### Direct Costs:

Budget Category	Amount Requested	Comments
Personnel	\$244,000	\$200,000 Salaries \$44,000 Fringe Benefits
Consultants/Contracts	\$132,000	<i>Consultant A – receives \$57,000</i> <i>Consultant B – receives \$30,000</i> <i>Consultant C – receives \$45,000</i>
Travel	\$10,000	Training and Outreach
Supplies/Operating	\$4,000	Office Supplies
Equipment	\$0	
Other	\$0	
<b>Total Direct Costs</b>	<b>\$390,000</b>	

#### Modified Total Direct Costs (MTDC):

Budget Category	Amount Requested	Comments
<i>Subtract the amounts over \$25,000 for each consultant (these are the three Consultants/Contracts listed above)</i>	<i>\$390,000</i> <i>- \$57,000</i> <i>\$333,000</i>	<i>A – \$57,000 - \$25,000 = \$32,000</i> <i>B – \$30,000 - \$25,000 = \$5,000</i> <i>C – \$45,000 - \$25,000 = \$20,000</i> <i>Total = \$57,000</i>
<i>10% of \$333,000</i>	<i>\$33,300</i>	<i>Modified Indirect Cost Rate</i>
Requested Direct Amount	\$390,000	
Requested Indirect Amount	\$33,300	
<b>Total Federal Request</b>	<b>\$423,300</b>	

## Attachment F JDAI Implementation and Reporting Plan

Instructions: Do one plan for implementing each of the eight Juvenile Detention Alternative Initiative (JDAI) Core Strategies. Short Term Output measures must relate directly to the task. i.e.,

- Task = To have stakeholders meet once a month
- Short Term measure = Number of monthly meeting minutes on file
- Report Progress Made During Reporting Period = Stakeholders met three times during the reporting period as reflected by monthly meeting minutes for July, August and September on file.
- Task Status= ongoing

Use this plan to report quarterly progress on the activities identified for each strategy. If a task was completed in a prior reporting period, or was not a priority for the current period indicate N/A in the column entitled “Progress Made During Reporting Period”.

<b>JDAI Plan Reporting Period:</b>			
<b>Task</b>	<b>Short Term Output Measures</b>	<b>Progress Made During Reporting Period</b>	<b>Task Status</b>
<b>Core Strategy #1: Collaboration</b>			
Obtain minimum required signatures on MOU	MOU on file will be current with minimum signatures of active stakeholders		<b>Ongoing</b>
Develop work groups, work-group tasks and meeting schedules	List of all work groups, work group tasks and work group meeting schedules will be on file		
Key stakeholders will meet at least once quarterly to update the plan and report to MBCC	Number of key stakeholder meetings held as measured by meeting minutes		<b>Ongoing</b>
Identify training needs and schedule those with the Statewide JDAI Coordinator.	Record of training request will be on file. Schedule of training provided and list of stakeholders in attendance		

JDAI Plan Reporting Period:			
Task	Short Term Output Measures	Progress Made During Reporting Period	Task Status
Develop/update a plan to implement the 8 Core Strategies of JDAI	A plan to implement 8 core strategies will be on file		
Identify how savings from detaining fewer youth will be reinvested to make further improvements to the juvenile court system.	Reinvestment strategy will be on file		
Core Strategy #2: Data driven decisions			
Identify data sources for all AECF QRT Results Reports	List of data sources for all report fields, and a plan for how to capture missing data (if any) will be on file		
Core Strategy #3: Objective Admissions			
Identify date statewide DRAI implemented in your site and process used to complete the DRAI	DRAI Implementation date and implementation process will be on file.		
Core Strategy #4: Alternatives to Detention			
Inventory existing alternatives to detention (ATDs)	List of existing sites ATDs, if any, will be on file		



JDAI Plan Reporting Period:			
Task	Short Term Output Measures	Progress Made During Reporting Period	Task Status
Identify ATDs needed	List of needed ATDs (if any) and plan to implement them will be on file		
Core Strategy #5: Case Processing Reforms			
Identify current court case processing procedures as baseline	Record of baseline court case processing procedures will be on file		
Identify where case processing delays occur in current court process, research the JDAI help desk for ways other jurisdictions addressed similar delays.	Record of where delays occur in current case process will be documented and on file. A plan to streamline the court process or a request for technical assistance will be on file.		
Core Strategy #6: Special Detention Cases			
Identify those cases that commonly represent large percentages of inappropriate or unnecessary stays in detention (i.e. youth detained on warrants, probation violations, or pending dispositional placements	Analysis of case processing delays will be on file.		
Research JDAI Help Desk for ways that other jurisdictions resolved delays	List of possible solutions or request for technical assistance will be on file with		

JDAI Plan Reporting Period:			
Task	Short Term Output Measures	Progress Made During Reporting Period	Task Status
	the Statewide JDAI Coordinator		
Revise court processing procedures to streamline process	New court procedures will be documented and implemented		
Core Strategy #7: Reducing Racial & Ethnic Disparities			
Schedule an analysis for disproportionate minority contact (DMC) with your Statewide DMC Coordinator	Date and time analysis scheduled will be on file. List of stakeholders attending presentation of DMC analysis will be on file.		
Research JDAI Help Desk for strategies to address racial and ethnic disparities (RED) if any identified.	Strategies to address RED will be on file.		
Implement strategies to address RED	Record of strategies implemented to address RED will be on file.		
Core Strategy #8: Conditions of Confinement			
Establish a “self-inspection” team of local volunteers and schedule training in JDAI methodology and standards that carefully examine all	Members of self-inspection team will be on file. Date and time training was delivered will be on file.		

**JDAI Plan  
Reporting Period:**

<b>Task</b>	<b>Short Term Output Measures</b>	<b>Progress Made During Reporting Period</b>	<b>Task Status</b>
aspects of facility policies, practices, and programs.	List of attendance at self-inspection training will be on file.		
Schedule a self-inspection with the site's juvenile detention facility	Date and time of the self-inspection will be on file Findings and recommendations of the self-inspection team will be on file.		